

# For LTC Facilities

Dear Colleague:

Good afternoon, and thank you for your participation in the Indiana Healthcare Associated Infection Initiative. The following message is vital to the success of the Initiative. Please read it carefully.

It is important for us to be able to determine the success of the initiative throughout the state. To do so, we must have data from the beginning of the Initiative and the end of the initiative about knowledge levels and the current culture of your facilities. Thus, we are including links below to two separate instruments (Knowledge Questionnaire and Patient Safety Culture Survey) to help us with this measurement. **Completion of these instruments is required for continued participation in the initiative.** Directions for how to complete both are below.

If you have problems with the links below:

1. This same information, along with the downloads, will be available on the [HAIKU](#) resource page (HAI discussion board), so try downloading it from there.
2. If this e-mail doesn't work, *and* [HAIKU](#) doesn't work, please contact Lidia Dubicki, Project Assistant at [ldubicki@uindy.edu](mailto:ldubicki@uindy.edu).

## Get Started

**Knowledge Questionnaire (KQ)** – This instrument is designed to gather a baseline of general staff knowledge about healthcare associated infections, with some specific focus on *Clostridium difficile* and Catheter Associated Urinary Tract Infections. Here are your next steps:

1. The KQ should be completed by every person in your facility. That means **every employee**: physicians, nurses, aides, nutritionists, radiographers, environmental services and facilities personnel, etc.
2. Download the KQ document from this HAIKU page: Each KQ is 3 pages long, and this document has 100 KQs in it (300 total pages). Each KQ has a unique bar code on it, so it is important to print from this document – DO NOT MAKE COPIES.
3. The first batch of 100 KQs can be printed on white paper. For each subsequent batch (or partial batch), please print on a different colored paper. Example: You have 300 employees that need to complete the questionnaire. The first 100 are printed on white paper, the next 100 on blue, the last 100 on pink.
  - You may also print only part of the document as needed. Example: You have 120 employees that need to complete the questionnaire. Print the first batch (100) on white paper. You only need 20 more copies. Because the questionnaire is 3 pages long, you need to only print 60 pages of the document on the next color of paper. .
  - The document may be printed double sided.

- Please ensure each unique questionnaire is stapled together. This is important to ensure the bar codes match properly.
4. Distribute the questionnaire to every employee as described above. It may be necessary to conduct a staff meeting or similar gathering to ensure completion. Provide an explanation of the Initiative and instructions for completing the KQ. Be sure to indicate by when and to whom the KQ should be completed and returned.
  5. Collect all forms and package into a box/package that will prevent bent or folded pages (a priority mail box works well).
  6. Mail the box **no later than September 17<sup>th</sup>** to:  
Indiana Healthcare Associated Infection Initiative  
c/o Jennifer Burba  
Long Hospital Room 200  
1110 W. Michigan Street  
Indianapolis, IN 46202

**Patient Safety Culture Survey (PSCS)** – This instrument is designed to gather a baseline of staff perceptions about the professional culture and communication in your facility. Here are your next steps::

1. The PSCS should also be completed by every person in your facility. That means **every employee**: physicians, nurses, aides, nutritionists, radiographers, environmental services and facilities personnel, etc.
2. Download the PSCS from this HAIKU page: Each PSCS is 4 pages long, and this document has 400 PSCSs in it (400 total pages). Each PSCS has a unique bar code on it, so it is important to print from this document – DO NOT MAKE COPIES.
3. The first batch of 100 PSCSs can be printed on white paper. For each subsequent batch (or partial batch), please print on a different colored paper. Example: You have 300 employees that need to complete the questionnaire. The first 100 are printed on white paper, the next 100 on blue, the last 100 on pink.
  - You may also print only part of the document as needed. Example: You have 120 employees that need to complete the questionnaire. Print the first batch (100) on white paper. You only need 20 more copies. Because the survey is 4 pages long, you need to only print 80 pages of the document on the next color of paper. .
  - The document may be printed double sided.
  - Please ensure each unique survey is stapled together. This is important to ensure the bar codes match properly.
4. Distribute the survey to every employee as described above. It may be necessary to conduct a staff meeting or similar gathering to ensure completion. Provide an explanation of the Initiative and instructions for completing the PSCS. Be sure to indicate by when and to whom the PSCS should be completed and returned.
5. Collect all forms and package into a box/package that will prevent bent or folded pages (a priority mail box works well).
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